

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.  
2124

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Agency  
Governor's Office of Children, Youth, & Families

Division/Unit  
State Coordinating Council/Community Partnership Unit

Item No	Description	Retention
1	<p><b>State Coordinating Council (SCC) Children Records:</b></p> <p>These series include standard SCC application as well as other pertinent documentation that is needed to compile a child's record.</p> <p><u>Child's Record includes:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SCC Application (a 10-page document)</li> <li><input type="checkbox"/> Meeting Minutes</li> <li><input type="checkbox"/> Rejection Letters</li> <li><input type="checkbox"/> Cost Sheet</li> <li><input type="checkbox"/> Medical Exam</li> <li><input type="checkbox"/> Psychiatric Evaluations</li> <li><input type="checkbox"/> Individual Educational Plan (IEP)</li> <li><input type="checkbox"/> Admissions, Review Dismissal (ARD)</li> <li><input type="checkbox"/> Court Commitment</li> <li><input type="checkbox"/> Social Services Case Plan</li> <li><input type="checkbox"/> Other Evaluations (e.g. Physical Therapy, O.T. - Speech)</li> <li><input type="checkbox"/> Program Review Committee Approval Form</li> <li><input type="checkbox"/> Funding Approval Letter</li> </ul>	<p><b>Retain until the child reaches 25 years old. Destroy in 6-month intervals per policy attached.</b></p>

Approved by Department, Agency, or Division Representative.

Date

6/24/01

Signature

*Patricia D. Spann*

Type Name

PATRICIA D. SPANN

Title

DIR., POLICY & PLANNING

Schedule Authorized by State Archivist.

Date

JUL 23 2001

Signature

*Edward C. Saperstein*

## **State Coordinating Council Retention Procedures**

This procedure governs the maintenance of records received or produced by the State Coordinating Council ("SCC") of the Governor's Office for Children, Youth and Families ("OCYF") with respect to applications for funding of out-of-State placements for individual children. Such records include applications and supporting documentation filed by the Local Coordinating Council ("LCC"), correspondence between the SCC and the LCC, parents and State agencies, information provided to the SCC by the out-of-State provider, and other relevant materials.

### **A. Active Case Files**

All Active Case Files records will be maintained at OCYF, subject to the following:

1. If the SCC approves a case and child is placed out-of-state, the record will remain in the Active file until the child returns from the out-of-state placement or turns 21 years old, whichever occurs first.
2. If the SCC rejects a case, the records will remain in the Active file for 1 year, or, if the placement decision is challenged, for 1 year after the completion of all appeals.
3. If the LCC withdraws an application, either by a formal withdrawal or the placement of the child elsewhere, the case will be removed from the Active file.

When a case is removed from the Active file, it will be filed as a closed case.

### **B. Closed Cases Maintained at OCYF**

Closed cases will be maintained at OCYF until the child's 21<sup>st</sup> birthday or 3 years after one of the following, whichever occurs later:

1. The return of the child from an out-of-state placement
2. The withdrawal of an LCC application
3. The completion of any appeals of a decision not to fund an out-of-state placement.

### **C. Archived Closed Cases**

After a closed case has been held at OCYF according to Section B, above, it will be batched and archived, according to the child's birthdate, in 6 month intervals. Closed cases will be destroyed, in batches, after the child's 25 birthday.

1. DEPARTMENT/AGENCY Governor's Office  
for Children, Youth and  
Families

2. DIVISION Community  
Partnership Unit

3. UNIT State Coordinating  
Council - [SCC]

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Children's Case Records - SCC

5. EARLIEST YEAR / LATEST YEAR

1971 to 1979  
Child's Birth Year

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

This series include standard SCC application as well as  
other pertinent documentation that is needed to compile  
a child's record.

Child's Record includes:

- |                                                               |                                                                                 |
|---------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> SCC Application (a 10-page document) | <input type="checkbox"/> Individual Educational Plan (IEP)                      |
| <input type="checkbox"/> Meeting Minutes                      | <input type="checkbox"/> Admissions, Review Dismissal (ARD)                     |
| <input type="checkbox"/> Rejection Letters                    | <input type="checkbox"/> Court Commitment                                       |
| <input type="checkbox"/> Cost Sheet                           | <input type="checkbox"/> Social Services Case Plan                              |
| <input type="checkbox"/> Medical Exam                         | <input type="checkbox"/> Other Evolution (e.g. Physical Therapy, O.T. - Speech) |
| <input type="checkbox"/> Psychiatric Evaluations              | <input type="checkbox"/> Program Review Committee Approval Form                 |
|                                                               | <input type="checkbox"/> Funding Approval Letter                                |

7. RECORD SERIES FORMAT(S)

- |                                                 |                                        |
|-------------------------------------------------|----------------------------------------|
| <input checked="" type="checkbox"/> Letter Size | <input type="checkbox"/> Microfilm     |
| <input type="checkbox"/> Legal Size             | <input type="checkbox"/> Computer Tape |
| <input type="checkbox"/> Bound Book             | <input type="checkbox"/> Floppy Disk   |
| <input type="checkbox"/> Audio Tape             | <input type="checkbox"/> Video Tape    |
| <input type="checkbox"/> Other (Specify) _____  |                                        |

8. RECORD SERIES SEQUENCE

- |                                                              |
|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Alphabetical             |
| <input checked="" type="checkbox"/> Numerical <u>by year</u> |
| <u>(child's date of birth)</u>                               |
| <input type="checkbox"/> Chronological                       |
| <input type="checkbox"/> Geographical                        |

9. VOLUME

- |                                                |
|------------------------------------------------|
| <input type="checkbox"/> File Drawer(s)        |
| <input type="checkbox"/> Microfilm Reel(s)     |
| <input type="checkbox"/> Computer Tape(s)      |
| <input type="checkbox"/> Other (Specify) _____ |

boxes  
Number

10. ANNUAL ACCUMULATION

- |                                                    |
|----------------------------------------------------|
| <input checked="" type="checkbox"/> File Drawer(s) |
| <input type="checkbox"/> Microfilm Reel(s)         |
| <input type="checkbox"/> Computer Tape(s)          |
| <input type="checkbox"/> Other (Specify) _____     |

40 per year - estimate  
Number

11. FILE IS USED

- |                                           |                                 |                                  |
|-------------------------------------------|---------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly |
|-------------------------------------------|---------------------------------|----------------------------------|

12. FILE BECOMES INACTIVE AFTER

Child reaches 25 years old.

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

15<sup>th</sup> floor - SCC Record Room  
301 W. Preston St.  
Baltimore MD 21201

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- |                              |                                        |
|------------------------------|----------------------------------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|----------------------------------------|

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- |                                                                |                             |
|----------------------------------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> Yes <u>confidentiality</u> | <input type="checkbox"/> No |
|----------------------------------------------------------------|-----------------------------|

16. AUDIT REQUIREMENTS

- |                               |                                           |                                  |                                      |
|-------------------------------|-------------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> State | <input type="checkbox"/> Federal | <input type="checkbox"/> Independent |
|-------------------------------|-------------------------------------------|----------------------------------|--------------------------------------|

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- |                              |                                        |
|------------------------------|----------------------------------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|----------------------------------------|

18. RECOMMENDED RETENTION

per schedule attached

19. NAME AND TITLE OF PREPARER

Jean E. Clarran, Manager  
State Coordinating Council (SCC)

20. TELEPHONE NUMBER

410-767-6209

21. DATE

June 15, 2001